

5 August 2022

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I refer to your email of 9 July 2022 in which you request the following under the Official Information Act 1982 (OIA):

1. *How much did your organisation spend on advertising, public relations campaigns, and publications in total between 1 July 2021 and 30 June 2022?*
2. *How many FTE staff in total were employed by your organisation as at 30 June 2022?*
3. *What was the total staff headcount for your organisation as at 30 June 2022?*
4. *What percentage of FTE staff in your organisation were earning a salary of \$100,000 or more as at 30 June 2022?*
5. *How many FTE staff were employed by your organisation for the COVID-19 Response as at 30 June 2022, if any, and how many of these roles are permanent?*
6. *How many square meters of owned and leased office space did your organisation have as at 30 June 2022, and how did this compare to the previous five years?*
7. *What was the attrition rate/unplanned turnover rate for your organisation for the 12 months ending 30 June 2022?*

Note: As the latest annual review process covers the financial year from July 2020 to June 2021, these questions are not answered by annual reviews. The information is therefore not currently publicly accessible.

The information relating to staff numbers provided in answer to your request is for the number of staff employed under the Public Service Act 2020 and excludes staff employed locally at Posts. This is because the Ministry does not centrally record all of the range of data requested, for staff employed locally at Posts.

Question One

The Ministry spent \$567,722 on advertising, public relations campaigns, and publications between 1 July 2021 and 30 June 2022.

Question Two

As at 30 June 2022, there were 1138.09 full time equivalent (FTE) employees in the Ministry.

Question Three

As at 30 June 2022, the total staff headcount for the Ministry was 1,161.

Question Four

The proportion of employees (FTE) whose annual base salary is of \$100,000 or more as at 30 June 2022 was 61%.

Question Five

We have defined the number of Full Time Equivalent (*FTE*) staff employed by the Ministry for the *COVID-19 Response as at 30 June 2022*, to be the number of FTE staff employed in new roles that were established, or roles which have substantially changed since the arrival of COVID-19 in New Zealand in 2020, and where at least 80 percent of the role's time is for a programme that delivers Government programmes established in response to COVID-19. These roles may be permanent, fixed term, or casual.

As at 30 June 2022, the Ministry's response to COVID-19 was managed from within existing staffing resources. Employees were seconded to the temporary COVID-19 response structure during the critical stages of the pandemic response. Some of the duties undertaken by employees in the temporary structure are now considered to be critical to the Ministry's core business, so have led to the establishment of new permanent roles. Although these roles cover aspects of our COVID-19 response the roles are not specific to COVID-19. Therefore, using the definition above, no additional staff were employed for the COVID-19 response.

Question Six

In the 2021/22 financial year, the Ministry of Foreign Affairs and Trade had offices (Embassies High Commissions, and Consulates-General) in 61 locations in 54 countries around the world. While the majority of these offices are leased in commercial buildings, some are owned.

The information below relates only to the owned buildings. Information on the leased space is as reported to the Foreign Affairs, Defence and Trade Select Committee.

Ministry of Foreign Affairs and Trade Office space (in square metres)						
Financial Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Owned (all offshore)	15,153	17,371	21,064	21,782	21,782	21,782

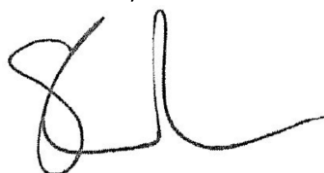
Question Seven

Unplanned turnover for the 12 months ending 30 June 2022 was 16.75%.

Please note that we may publish this letter (with your personal details redacted) on the Ministry's website.

If you have any questions about this decision, you can contact us by email at: DM-ESD@mfat.govt.nz. You have the right to seek an investigation and review by the Ombudsman of this decision by contacting www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā



Sarah Corbett
for Secretary of Foreign Affairs and Trade